

INDIVIDUAL ACTIVE DUTY CERTIFICATE OF PERFORMANCE

(SEE ARPC FORM 3925 FOR INFORMATION ON BASE PAY AND ALLOWANCES.)

AUTHORITY:

PRINCIPAL PURPOSE:

ROUTINE USES:

EFFECT OF FAILURE TO PROVIDE
REQUESTED INFORMATION:

DATA REQUIRED BY THE PRIVACY ACT OF 1974

U.S. Code, Title 37, Section 101 and following.

To certify duty performed as ordered for compensation IAW AR 37-104-10 and internal controls as a Reserve Component soldier.

To specify and certify as correct the performance of duty.

Disclosure is voluntary. However, failure to disclose the requested information may delay the payment of compensation.

CERTIFICATION PROCEDURES

If Soldier is:

then submit:

Performing individual AT/ADT/ADSW of less than 30 days

A Certificate of Performance (ARPC Form 3924) on the last duty day or no later than 5 days after duty performance to the Pay Processing Office cited in your order.

TPU members file through unit administrator.

Performing individual AT/ADT/ADSW of 30 days or more

A Certificate of Performance (ARPC Form 3924) monthly to arrive at the Pay Processing Office cited in your order NLT the 10th of the month following each month of duty.

A final certificate of performance is required NLT 5 days after tour completion.

Date _____

I certify that

RANK

NAME

SSN

completed _____ days of the active duty period specified in order #T - _____

HQ, U. S. AR-PERSCOM, dated _____

Inclusive dates of duty performed are _____ to _____ (including travel).

Soldier's Signature _____ Date _____

**THE CERTIFYING OFFICIAL MUST HAVE PERSONAL KNOWLEDGE OR DOCUMENTATION
SUPPORTING THE FACT THAT THE DUTY WAS SATISFACTORILY PERFORMED.**

SIGNATURE OF CERTIFYING OFFICIAL

RANK

BRANCH OF SERVICE

TITLE

TELEPHONE NUMBER

DSN:

COMMERCIAL:

PENALTY

The penalty for willfully making a false claim is: A maximum fine of \$10,000 or maximum imprisonment of 5 years or both. (U. S. Code, Title 18, Sec 287).